

To: Mayor McFarland & Members of the Finance Committee
From: Peter Hartz – Water Systems Manager

03/05/2024

Re: Water System agenda items for Finance committee meeting 03/10/2025

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

Review and take possible action – Approve 1 step adjustment for wastewater division employee

Background: Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Jake Nehls of the wastewater team has met the above requirement for one additional step in the pay plan based on obtaining the wastewater biological treatment, suspended growth processes certification offered by the Wisconsin Department of Natural Resources.

Budget Goal: Supports employee retention and growth and works to address critical staffing areas.

Financial impact: The 2024 budget accounted for these steps when approved in the budget cycle.

Recommendation: I recommend approving Jake Nehls to move from Grade H Step 6 (\$27.63/hr.) to a Grade H Step 7 (\$28.32/hr.). These steps would be retroactive to March 05, 2025, the current pay period beginning date.

Sincerely,

Peter Hartz

Watertown Water Systems